



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ASSOCIATE STATE STEWARD

Job Number: 20000914

Job Code: 38410V000101

Job Group: 3800 - RACING REGULATORY

Job Established: 03/01/1984

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Is responsible for interpretation and enforcement of Rules of Racing at a particular race track. Supervises racing officials; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of experience in the race horse industry.

Substitute EDUCATION for EXPERIENCE:

Additional equine training will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the race horse industry will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Exercises general supervision over other racing officials at the track and hears complaints filed with stewards. Observes the running of thoroughbred horse races to determine the rules of racing are not violated. Reviews video tapes of the running, conducts hearings on riding violations and assists with issuing rulings on disciplinary actions taken as a result of infractions of the rules. Hears licensee alleged violations of the rules and attempts to adjudicate problems arising from interpretation of the rules. Files daily reports with the Racing Commission and maintains records of all actions taken by stewards. Has daily contacts with all racing officials, employees and owners, trainers and jockeys.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in both an office setting and at race tracks.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.